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**LABOR BOARD EXPANDS E-FILING PROJECT TO
INCLUDE ALL DOCUMENTS IN REPRESENTATION CASES**

The five-Member National Labor Relations Board has expanded a pilot E-Filing Project which permits online filing of certain documents, to include all documents in representation cases.

This project enables parties to connect to the NLRB's Web site, complete a one-page form, and submit documents (as attachments to the form) directly to the Office of the Executive Secretary's E-mail box. The party is notified by E-mail that the document has been received for processing.

When first announced in June 2003, online submissions were limited to selected documents in unfair labor practice and representation cases. Under the expanded program, representation case documents that may be filed electronically with the Board include, but are not limited to:

- Exceptions to Post-Election Reports/Decisions
- Requests for Review
- Requests for Special Permission to Appeal Regional Director's Decision/Order
- Briefs
- Motions (all types)
- Other Requests (all types)
- Oppositions to Requests or Motions

Subject to budgetary considerations and feedback received from users and interested parties, the Board will evaluate and modify this pilot program periodically. Representation cases that are consolidated with unfair labor practice cases will be treated as unfair labor practice cases for the purpose of this project.

E-Filing requirements include the following:

1. E-Filings Must Be Timely. E-Filings must comply with all applicable time requirements. A party filing a document electronically will be sent an E-mail

notification when a document has been received by the Board's Office of the Executive Secretary. The date and time of receipt specified in this notification will be used to determine whether the submission is timely.

2. Preferred Document Format is PDF. The preferred format for submitting documents using E-Filing is Adobe's Portable Document Format (*.pdf). However, to make the Board's E-Filing system more widely available to the public, persons who do not have the ability to submit documents in PDF format may submit documents in Microsoft Word format (*.doc). Persons who do not have the ability to submit documents in either PDF or Word format may submit documents in simple text format (*.txt). The Board requires that documents submitted electronically must be (1) in a "read only" format and (2) free from any computer virus.

3. Documents must be complete. Any document submitted via the Board's E-Filing Form must be complete. Any attachments must be converted into electronic form and included as part of the document. No attachments may be filed (either electronically or by service of "hard copy") separately from the electronic document under any circumstances.

4. All documents must include statement of service. Any document submitted via the Board's E-Filing Form must be served on the parties and the Regional Director. A statement of service must be included in the document pursuant to the expedited service requirements of the Board's rules.

5. Copies of long documents must be submitted separately. Documents of 15 pages in length or less, including attachments, may be submitted via the Board's E-Filing Form without the copies normally required by the Board's Rules and Regulations. Documents over 15 pages in length may be submitted via the Board's E-Filing Form, provided that the appropriate copies required by the Board's Rules and Regulations are promptly submitted via personal service or overnight delivery service, and are received no later than three business days after the electronic filing.

For details on the E-Filing Project, go to <http://gpea.nlr.gov>.

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